

**29 September 2009**



***Civil Engineering - Fire Protection***

***FIRE REPORTING, EVACUATION, CONTROL AND PREVENTION***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes procedures for fire reporting, evacuation, control, and prevention. It applies to all occupants of buildings 472, 822, 920, 920A, 1210, 1211, and 1214.

***SUMMARY OF REVISIONS***

Information concerning buildings 446, 647, 647A, and 647B removed. Information concerning buildings 472, 1210, 1212, and 1214 added.

**1. Responsibilities**

- 1.1. All occupants of buildings 472, 822, 920, 920A, 1210, 1212, and 1214 will comply with this instruction and be familiar with TAFBI 32-2001, Fire Prevention, and Protection.
- 1.2. All personnel will be familiar with the locations of all fire alarms, extinguishers, and exits.
- 1.3. All personnel are responsible for identifying and reporting fire hazards to their facility manager and the 1 AF Ground Safety Manager.

**2. Fire Reporting**

- 2.1. In the event of a fire, warn all building occupants by activating the nearest fire alarm/pull station.
- 2.2. Call the fire department by dialing 911 to report the fire. Give the location of fire (building number, area, etc.), your name and telephone extension, and the type of fire (building, grass, gas, etc.). Do not hang up the telephone until you are sure all required information has been received by the fire department personnel.

2.3. All fires, regardless of cause and severity, must be reported immediately.

2.4. Appoint an individual to direct the fire fighters to the appropriate area of the facility.

### **3. Evacuation**

3.1. Supervisors will brief all personnel on evacuation procedures to include location and directional flow of exits, location of fire alarms/pull stations, and evacuation procedures pertaining to their work area.

3.2. Ensure that you have a clear/unobstructed means of egress--stay low, out of heat and smoke. Turn off all fans and close all doors.

3.3. Upon evacuation of personnel, supervisors will conduct a head count of their personnel to ensure all are accounted for and no one is left inside the building. The designated meeting place for all personnel to help ensure a proper head count will be:

- Building 472, parking lot
- Building 822, rear parking lot.
- Building 920, parking lot.
- Building 920A, parking lot.
- Building 1210, front and rear parking lot
- Building 1212, front, side, and rear parking lots
- Building 1214, rear parking lot

3.4. All personnel must stay at least 100 feet from the facility for personal safety and to allow fire fighting response vehicles access. Do not return to the inside of the building to collect personal items.

**4. Fire Control.** If the fire is small and can be controlled with available fire extinguishers, an adequate number of personnel will remain to operate available extinguishers. Ensure that all personnel have clear/unobstructed means of egress at all times. **PERSONNEL SAFETY COMES FIRST!** When in doubt, evacuate.

### **5. Fire Prevention**

5.1. The facility manager will conduct monthly inspections of all fire extinguishers and life safety features IAW TAFBI 32-2001.

5.2. Keep work areas clean and orderly at all times.

5.3. Do not allow trash and other combustible materials to accumulate. Gasoline powered equipment and all flammable products will be stored in approved areas only. 325th Civil Engineering Squadron Fire Department will approve flammable storage areas.

5.4. Ground plugs on electrical appliances will not be bent or broken to facilitate using a non-grounded extension cord or wall receptacle. Ground wire adapters will not be used without being grounded.

5.5. Surge protector will only be used for low load electrical devices i.e., televisions, radios, computers with peripherals. Surge protectors will not be plugged into each other, extension cords, coffee pots, microwaves, refrigerators, or other appliances.

**6. Safeguarding Classified Information.** Personnel having custodial responsibility for classified material/information will safeguard material/information under their control in the event of a fire. Depending on the urgency to evacuate, the material will either be returned to the fireproof storage container or personally removed from the building. Refer to 1 AF Instruction 31-2, Emergency Protection/Removal Procedures for Classified Material, for guidance in removing or storing classified material during emergency situations.

**7. Fire Drills.** The facility manager will conduct annual fire drills for each 1 AF facility IAW TAFBI 32-2001. The facility manager will advise the fire department prior to conducting the drill.

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OFFICIAL

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